



CITY OF BLOOMINGTON  
parks and recreation

401 N. Morton St. • Suite 250

P.O. Box 848 • Bloomington • IN • 47402

## OFFICIAL SPECIAL USE PERMIT APPLICATION FOR PARKS/FACILITIES

City of Bloomington Parks and Recreation Department (BPRD)

(Please Print or Type)

- Parks operating hours are 5:00a.m. to 11:00p.m.
- Permit applications must be submitted to the Department at least six weeks prior to event
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits..

Type of Organization: (check all that apply)

☐ Governmental:

☐ City of Bloomington

☐ Monroe County

☐ Other \_\_\_\_\_

☐ Department-Affiliated

☐ Non-Profit

Tax ID# \_\_\_\_\_

Non-Profit Fundraising Event

Tax ID# \_\_\_\_\_

☐ Private – City Resident

☐ Private – Non-Resident

☐ Profit Making

☐ Other \_\_\_\_\_

Please complete entire application:

**Date of Application:** \_\_\_\_\_

**Date of Requested Use:** \_\_\_\_\_

1. Organization applying for Special Use Event Permit:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name of organizational contact responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/Phone Number (If different)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Name of event: \_\_\_\_\_

4. Type of event: (Please check as many as applicable)

☐ Concert

☐ Entertainment

☐ Parade (\*)

☐ Public Info.

☐ Environmental

☐ Cultural

☐ Endurance

☐ Sports

☐ Walkathons/fitness Walk (\*)

☐ Reunion

☐ Fund Raiser

☐ Other (please explain) \_\_\_\_\_



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5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

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6. Requested Event Location: Park Name: \_\_\_\_\_

Facilities in park (i.e. shelter, park, grounds, etc.): \_\_\_\_\_

If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc. (Map of park included)

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)	Starting Time	Ending Time	Set-up Date/Time	Dismantle Date/Time

(a) Designated date for inclement weather? (rain date) ☐yes ☐no

If yes, date: \_\_\_\_\_

8. Total number of anticipated participants (i.e. volunteers, spectators, walker's, etc.): \_\_\_\_\_

Peak Attendance: \_\_\_\_\_ at time \_\_\_\_\_ ☐a.m. ☐p.m.

9. Is this a first time event for you or the sponsoring organization at this location? ☐yes ☐no

(a) If not how does this event differ from previous years(s)?

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(b) Attendance totals for last event: Daily \_\_\_\_\_ Overall \_\_\_\_\_

10. How do you plan to publicize this proposed event? (If available, please attach a copy of proposed publicity plan or flyer) **PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.** Please list event web site if available.

11. Will any signs, banners or flyers be hung or posted? ☐yes ☐no

**Describe the proposed locations of the banners, etc. (Due to city ordinances regarding signage, additional permission may be needed to hang banners/signs in advance of event. Contact the City of Bloomington Planning Department at 349-3423)**

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12. Do you plan to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event? ☐yes ☐no

(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval.**

Item	Size	Quantity



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(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

13. Is this event open to the public? ☐ yes ☐ no

14. Do you request access to the restrooms in the Allison Jukebox Community Center? ☐ yes ☐ no  
(There is a charge of \$17-\$30/hr to open the Jukebox for restroom use.)

15. Will donations/contributions be accepted during this event? ☐ yes ☐ no

If yes, please explain how these donations will be generated or collected. \_\_\_\_\_

16. Will there be an admission charge to attend/participate? ☐ yes ☐ no

If yes, please explain the type of fee and amount:

Type Fee(s): \_\_\_\_\_ Fee Amount: \_\_\_\_\_

17. Do you plan to sell, distribute or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, Art, etc.)? ☐ yes ☐ no

If yes, please explain: \_\_\_\_\_

**Notice:**

\*A temporary Food permit must be obtained from the Monroe county Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Monroe County Health Department at 349-2543. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

\*Bloomington Parks and Recreation will charge a \$25-\$35 vending fee for each vendor selling food/merchandise.

18. Will there be displays, literature, or other types of solicitation? ☐ yes ☐ no

If yes, please explain: \_\_\_\_\_

19. Please describe how you plan to remove trash from the event site: \_\_\_\_\_

**Notice:** Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the BPRD. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough to produce more than the 10 bag maximum it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

20. What are your parking plans? Overflow Parking? \_\_\_\_\_

**\*Vehicles are not permitted to park in the park (including next to shelters). Vehicles found parked in the park will result in loss of damage deposit.**



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21. Do you plan to provide musical entertainment for this event? ☐ yes ☐ no

If yes, please describe: \_\_\_\_\_

22. Will any type of sound amplifying equipment or devices be used in conjunction with this event?

☐ yes ☐ no If yes, please list type of equipment

**Notice:** The sponsoring organization's Event Coordinator must comply with all City of Bloomington's Ordinances regarding acceptable noise levels. (Please refer to the City's Noise Ordinance, Title 14, Chapter 14.09 of the City of Bloomington Municipal Code.)

\*Application must be filed at least six weeks prior to event with the City of Bloomington Public Works. 349-3411

The following activities are examples of violations of this contract: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities. Sleeping (overnight camping) in parks, golf courses, or any other part premises is prohibited. Park facilities must be used solely in accordance with the City of Bloomington Parks and Recreation policies and procedures. BPRD retains the right to revoke a special use permit any time upon violation of your agreement or the risk or threat of a violation of your agreement. Alcohol is not permitted in any park. The possession of, concealment and/or use of firearms is strictly prohibited in all city parks, department owned green space, facilities and programs. Persons possessing concealed weapons permits shall store the weapon unloaded, out of sight, and have it placed within a locked vehicle.

By signing and submitting this application the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Fees, Charges and Deposits Schedule:**

☐ Application Fee: \$25/non-refundable \$ \_\_\_\_\_

☐ Permit Fee: \$50/day \$ \_\_\_\_\_

☐ Deposit: \$50/day/refundable \$ \_\_\_\_\_

☐ Vending Fee: \$25-\$35 per vender selling food/merchandise \$ \_\_\_\_\_

☐ 3<sup>rd</sup> St. Stage Fee: \$75, \$60/non-profit \$ \_\_\_\_\_

☐ 3<sup>rd</sup> St. Stage Deposit: \$30/day \$ \_\_\_\_\_

☐ Mobile Stage: Requires additional application \$ \_\_\_\_\_

☐ Set-up Fee: 50% of base event day rent per day \$ \_\_\_\_\_

This fee will be charged for any set up that is done prior the day of the event.

☐ Tear-down Fee: 50% of base event day rent per day \$ \_\_\_\_\_

This fee will be charged for any equipment, rental or personal, left on park property. (Including Sundays)

☐ Staffing: \$15-30/hour \$ \_\_\_\_\_

Any event requiring BPRD staff to remain on site during the event.

☐ Other charges: \$17-\$30/hour \$ \_\_\_\_\_

Associated with supervision or rental of buildings (i.e. Allison Jukebox Community Center)

For Department use only:

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Date